

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DCD02012647</u>	DATE POSTED:	<u>10/10/16</u>
POSITION NO:	<u>202659</u>	CLOSING DATE:	<u>10/21/16</u>
POSITION TITLE:	<u>Department Manager III</u>		
DEPARTMENT NAME / WORKSITE:	<u>DCD / Capital Projects Management Department / Window Rock, AZ</u>		
WORK DAYS:	<u>MON - FRI</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/> <u>AB70A</u>
WORK HOURS:	<u>8:00AM - 5:00PM</u>	PART TIME:	<input type="checkbox"/> <u>NO. OF HRS./WK.:</u> <u>67,433.60</u> <u>PER ANNUM</u>
		SEASONAL:	<input type="checkbox"/> <u>DURATION :</u> <u>\$ 32.42</u> <u>PER HOUR</u>
		TEMPORARY:	<input type="checkbox"/> <u></u>

DUTIES AND RESPONSIBILITIES:

- Administration and Supervision: Administers and manages department with multi-million dollar projects; directly supervise four middle management positions and oversees 34 employees. Ensures staff roles and responsibilities are clear; and implement and enforce internal controls for an effective services delivery.
- Program Management: Improves and strengthens an effective department operation by promoting innovation and creative management practices and service deliveries; attends meetings, makes presentations and promotes the CPMD department at meetings. Write reports for department - quarterly and annual; writes position papers and testimonies for funding.
- Project Management: Guide, review and approve project scope of work and project implementation schedules. Develop proposals and negotiates the terms/conditions for agreements and contracts. Conduct budget analysis compared to project progress. Monitor project progress and tracking using the WIND system; ensures communication with all stakeholders, i.e. funding sources, chapter entities, vendor, committees, Divisions, etc. through reports and meetings.
- Planning: Promotes program operation plans; conducts annual strategic planning sessions; develops short and long department plans.
- Compliance: Develops quality assurance through internal controls policies, monthly review of fiscal status, status and progress report; ensure compliance with NN laws and other applicable laws and regulations.
- Fiscal Management: Develops annual budgets; review department's monthly expenditure pattern and control; review and submit financial reports to Division; assist with project/program audits, prepare and implement corrective action plan for audit closeout.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration or a closely related field; and six (6) years of administrative or management experience, of which two (2) years of which must have been in a supervisory capacity.

Special Requirements:

- Possess a valid state drivers license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Special training in Construction Management course(s) and Land-Use Planning. knowledge and experience in successful project management related to construction projects with timelines and funding conditions; managing multi-million dollar projects. Job requires comprehending the Navajo Nation government and legislations, applicable rules and regulations; i.e., Appropriations Act, which guides the budget development and administration.

Establishing and maintaining coordination/ communication between department and stakeholders to ensure program compliance, meeting deadlines/project schedules, and goals and objectives.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.